

York County Job Description

Job Title: Appraiser I

Revision Date: 10/20/2009

Status: Non-exempt

Full time ☒ **Part time** ☐

Department No: 07

Department Name: Assessment

Reports to: Asst. Director

Supervisors Name:

POSITION SUMMARY

This position must have a High School Diploma or equivalent and requires a reliable vehicle, drivers license. Travels daily to real estate properties in York County to perform advalorum appraisal by measuring, sketching and list property's characteristics. Must obtain and maintain Certified Pennsylvania Evaluators License. They must appear, defend assessed values before the Board of Assessment Appeals, understand, and apply Pennsylvania State law regarding Assessment.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES

- Provides excellent customer service
- Use of a reliable vehicle
- Must be able to read road, and parcel maps
- Comprehend Deeds, Condominium Declarations, Subdivision Plans, and Building Permits.
- Obtain and maintain Certified Pennsylvania Evaluators License
- Inventory all taxable property including quantity, quality, and characteristics with special attention of 'value' items
- Ability to measure, sketch, and list properties being assessed
- Calculate the assessed value of agricultural and residential real property in York County
- Knowledge of Cost and Market value trends in York County
- Validate sales monthly to provide a clean sales file.
- Appear and defend assessed values before the Board of Assessment Appeals
- Understand and apply Pennsylvania State laws regarding Assessments
- Possess speaking and presentation abilities
- Knowledge of Assessment and Microsoft applications

Other reasonable duties as assigned by Supervisor.

Requirements are representative of minimum knowledge, skills, and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with County policies and procedures, as outlined in the County Employee Handbook.

NON-ESSENTIAL DUTIES

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

None

PHYSICAL AND MENTAL JOB REQUIREMENTS

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Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | |
|---|---|-----------------------------------|
| <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Evening Shift | |

2. Supervision Level

- ☐ Extremely Close Supervision
- ☐ Moderate Supervision
- ☒ Minimal Supervision

3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task
- ☒ Initiation Helpful, but Not Necessary
- ☐ Must Initiate Own Work

4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
- ☐ Ability to Complete Assignments with Moderate Oversight Required
- ☒ Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
- ☐ Occasional Routine Change; Generally Planned in Advance
- ☒ Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- ☒ Fast Pace
- ☐ Moderate Pace
- ☐ Slow Pace

7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fluent Reading | <input type="checkbox"/> Recognition of Signs/Symbols |
| <input type="checkbox"/> Simple Reading | <input type="checkbox"/> No Reading Skills Required |

10. Hearing

- ☒ Ability to Hear Required
☐ Hearing Not Required

Seeing

- ☒ 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

11. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
☐ Simple Counting Skills
☐ No Mathematical Skills Needed

12. Interaction with Customers

- ☒ High Visibility, Frequent Interaction Required
☐ High Visibility, Infrequent Interaction Required
☐ Low Visibility, Frequent Interaction Required
☐ Low Visibility, Infrequent Interaction Required
☐ No Interaction Necessary

13. Appearance Requirements

- ☒ Compliance with Employee Dress Code Required
☐ Compliance Not Required due to Nature of Job

14. Time

- ☒ Must Tell Time to the Minute
☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Work Area | <input type="checkbox"/> Building Only |
| <input type="checkbox"/> Room Only | <input checked="" type="checkbox"/> Several Blocks From Building |

16. Mobility Skills

- ☐ Mobility Within the Building
☐ Mobility Within a Four-Block Radius
☒ Driving Required

17. Sitting

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> 75% - 100% | <input checked="" type="checkbox"/> 25% - 50% |
| <input type="checkbox"/> 50% - 75% | <input type="checkbox"/> Less than 25% |

Standing

- | | |
|---|--|
| <input type="checkbox"/> 75% - 100% | <input type="checkbox"/> 25% - 50% |
| <input checked="" type="checkbox"/> 50% - 75% | <input type="checkbox"/> Less than 25% |

18. Bending

- | | |
|---|--|
| <input checked="" type="checkbox"/> Knees and Waist | <input type="checkbox"/> Waist Only |
| <input type="checkbox"/> Knees Only | <input type="checkbox"/> No Bending Required |

19. Lifting

- | | |
|--|--|
| <input type="checkbox"/> Greater than 30 lbs. | <input type="checkbox"/> Less than 10 lbs. |
| <input checked="" type="checkbox"/> 10 - 30 lbs. | <input type="checkbox"/> No Lifting Required |

20. Reaching

- | | |
|---|---|
| <input checked="" type="checkbox"/> Greater than 6 Feet | <input type="checkbox"/> Less than 2 Feet |
| <input type="checkbox"/> 2 - 6 Feet | <input type="checkbox"/> No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.